

CITY OF DUBLIN

California



INVITES APPLICATIONS FOR THE POSITION OF

RECREATION LEADER I

APPLY ONLINE AT WWW.CALOPPS.ORG

FILING DEADLINE

Open Until Filled

SALARY

\$8.00 - \$10.55/hour

THE POSITION

Under close supervision, Recreation Leader I's perform entry level work in assisting with the leadership of recreation activities at playgrounds, parks, community centers, and school sites and sports facilities. Assigned program areas may include preschool, playgrounds, teens, special events and senior citizens.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assists with the planning and implementation of recreational activities appropriate to the age level being served.
- Assists with the issuing and collecting of equipment, games and supplies.
- Assists with conducting activities in the areas of arts and crafts, games, sports, music, drama, nature study, etc.
- Maintains effective public relations.
- Assists in the setup, takedown and cleanup of assigned facility.
- May perform minor first aid to participants.
- Observes precautions to safeguard participants and spectators.
- Other related duties as assigned.

QUALIFICATIONS

Training and Experience:

1. There is no educational requirement for this class; equivalent to completion of two years of high school is desirable.
2. Demonstrated experience (paid or volunteer) working with participants in a structured or supervised social/recreational program.

Knowledge Of:

- Basic knowledge of a variety of recreation activities.

Ability To:

- Follow written and oral instructions.
- Exercise good judgment, and deal effectively with the public.
- Deal with stressful situations.
- Work independently with minimum supervision

Licenses, Certifications, Special Requirements:

1. At time of hire, must be 15 years of age or older.
2. Any offer of employment to an adult who will have direct contact with minors is conditional upon submission of completed fingerprint screening and a satisfactory background check.
3. Current certification in First Aid and CPR is required.
4. This classification is designated as a Mandatory Reporter; Completion of Mandatory Reporter training is required within one month of employment.

PHYSICAL STANDARDS

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and report operational and technical policy and procedures. On an intermittent basis, sit at desk for long periods of time, stand, walk, and bend while assisting in leading recreation activities; squat, climb, kneel and twist intermittently when setting up various recreation programs; perform simple grasping and fine manipulation; and lift or carry weight of 100 pounds or less.

BENEFITS

There are no benefits for part-time, temporary-seasonal positions.

THE SELECTION PROCESS

The best-qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process. No faxed or e-mailed applications will be accepted.

Pursuant to the City's Personnel Rules Section 24.2, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.